

**Town Meeting Coordinating Committee  
Presentation Subcommittee Meeting Minutes  
Wednesday, March 14, 2012**

The meeting was called to order at 1:10 pm by Mary Streeter, TMCC Vice Chair, in the Community Room at the Amherst Police Station.

**Subcommittee Members In Attendance:** Pat Holland, Alan Powell, Mary Streeter

**Agenda**

- Discussion of procedures for Town Meeting visual and text presentations
- Develop written guidelines for text and visual presentations
- Discuss next steps, people to contact, etc.

**Minutes**

Pat moved and Alan seconded to approve the minutes of Feb. 23, 2012.

**Discussion:**

Alan reported on his visit to the auditorium to view the configuration of the lights. We decided the title should be "Guidelines for Effective Visual Presentations at Town Meeting". We brainstormed topics and began writing an outline. Topics included equipment available, software suggestions, time limits, photo considerations, and problems that have occurred.

**Assignments**

**Alan** – will speak with Jim Lescault and Brian Ecclestone about dimming the lights and focusing on the screen only during projected presentations. He will also discuss priority of viewing presentations.

**Mary** – will type minutes and her notes from today's meeting and contact Kris Pacunas about joining us next time.

**Pat** – will type the outline and will ask a previous presenter for her photos so resolution can be ascertained.

**Next Meetings**

Our next meeting will be on Monday, March 12, 2012 at 3:00 pm in the First Floor Meeting Room at Town Hall.

**Adjournment**

A motion was made to adjourn at 2:27 pm. Voted unanimously.

**Documents Distributed**

- Agenda
- Minutes of Feb. 23, 2012

Respectfully submitted by Mary Streeter  
Approved March 21, 2012